



DOCUMENT RETURN FORM
Requires Immediate Action to Ensure Prompt Payment to Supplier

Date: _____

To: _____

Dept: _____

Supplier: _____

Invoice No: _____

The attached invoice cannot be processed for payment for reasons as follows:

- The signature approving payment does not agree with the PeopleSoft signature authorization approvals on file.
- The signed receiving report has not been submitted to Accounting.
- Invoice for goods and services is not allowed be paid on an Invoice Voucher. Review IV instructions for allowable expenses <http://web.uri.edu/controller/forms/> and URI Purchasing Manual <http://web.uri.edu/purchasing/>
- Invoice Voucher is in budget error. Review the budget error and make the necessary transfer with the budget office or provide us with another chartfield to ensure prompt payment.
- Invoice needs to be approved for payment.
- Invoice Voucher does not have the proper documentation.
- Invoice is for an unallowable expenditure. Process payment with private funds (Foundation or personal)
- Purchasing Violation; not in accordance with [Purchasing Policies & Procedures.](#)
- Goods or services received and/or performed prior to the issuance of a Purchase Order or Advice of Change.
- Student Scholarship/Award - needs to be processed through Enrollment Services
- Employee - payment to be processed through payroll
- If purchase is not in accordance with URI Purchasing Policies & Procedures, the department can appeal to the URI Controller for a determination; based on the information provided will determine if URI will pay supplier or if private funds or the individual will be responsible for payment to the supplier.

Document Return Form

Examples of documentation to submit with the appeal:

- Memo with a written justification explaining why URI should pay supplier along with explanation as to why the department did not follow URI Purchasing Policies & Procedures
- Invoice
- Contract/Agreement
- If College Requisition (CR) or AOC was denied by Purchasing, attach a copy of correspondence from Purchasing why CR or AOC cannot be processed
- If purchase is on a LVPO, attach copy or indicate PO number
- Other: _____

If you have questions, please contact: _____
Controller's Office contact person